CHAPTER 4

ABSTRACTS OF CONTRACT MODIFICATIONS

A. GENERAL

1.   This chapter prescribes procedures for abstracting modifications (provisioned item orders (PIO) will be treated and numbered as modifications) to a contract.   Contract modification is defined in FAR, subpart 43.1, as "any written change in the terms of the contract."   This definition includes changes to the specification, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of an existing contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract.   It includes: (i) bilateral actions such as supplemental agreements, and (ii) unilateral actions such as change orders, orders for provisioned items, administrative changes, notices of termination, and notices of the exercise of a contract option.

2.   The above definition covers all additions, deletions, or changes to the contract involving elements of data found in the contract abstract.   This includes amending or supplementing instructions and agreements such as initial (follow-on) shipping instructions, amended shipping instructions, exhibits to contracts, and modifications to provisioning orders.   Contract modifications will be numbered in accordance with the provisions of DFARS 204.7004.

3.   MILSCAP also includes a clerical correction procedure.   This procedure allows for the addition of contract data that was omitted from the abstract, and of the correction of erroneous contract data that was included in the abstract.   Clerical corrections are further discussed in section G., below.

4.   The format for modification abstracts and error correction abstracts is shown at appendix C10.

B.   SOURCE DOCUMENTS

SF 30, Amendment of Solicitation/Modification of Contract, is the form authorized for use in modifying contracts (including purchase and

delivery orders entered on DD Form 1155). OF 336, Continuation Sheet, is authorized for use with the SF 30.

C. VALIDATION AND DISTRIBUTION

1. The office issuing the hard copy contract modification is responsible for initiating and transmitting the abstract to the modification abstract recipient ADP point. Modification abstract validation criteria are contained in appendix E. The modification abstract originator is responsible for validating the abstract data. For contract modifications issued by the purchasing office, the modification abstract recipient is always the CAO activity reflected in the "Administered By" block, as modified, of the basic contract. For contract modifications issued by the CAO the modification abstract recipient varies:

a. On calls and orders issued by the CAO, if the CAO issues a modification, the abstract recipient will be the same as recipient of the call/order abstract, as provided for in appendix C2, position 64-69; however, if another office modifies the call/order, then the abstract recipient will be the CAO.

b. For modifications issued by the CAO, the recipient of the modification abstract is the office who initiated the original contract abstract unless the requirement(s) for the modification is initiated by another activity, in which case the other activity becomes the abstract recipient for that particular modification abstract. This means that for supplemental agreements definitizing PIOs, the abstract recipient is the activity which has been assigned item management responsibility for the items of supply being procured. Further, a supplemental agreement or other modification issued by the CAO and which relates to a PIO cannot encompass PIOS issued by more than one activity.

2. The modification abstract will consist of the following records:

a. A Modification Header Record reflecting information contained in the header portion of the SF 30. For continuity and control purposes, the header record will be furnished between the PO and primary CAO and the disbursing office designated in the contract, if different, for all modifications whether or not the change affects the abstract-The format for the Modification Header Record is shown at appendix C10.

b. When a modification reflects a transfer of a contract between POS, the Modification Header Record (DI Code PB1) will indicate the identity code of the PO from which the contract was transferred and the PBA record will indicate the identity code of the gaining PO. The Issue By field of the PB1 and PBA records will be used for this identification purpose. In addition, a "D" in position 61 of the Modification Header Record will indicate a transfer of the PO function to the activity identified in the associated PBA record. When a modification reflects a transfer of a contract between CAOs, the Modification Header Record (DI Code PB1) will indicate the identity code of the CAO from which the contract was transferred and the PBA record will indicate the identity of the gaining CAO. The Administered By fields of the PB1 and PBA records will be used for this identification purpose. In addition, an "E" in position 61 of the Modification Header Record will indicate a transfer of CAO assignment to the activity identified in the associated PBA. The transfer of supporting records between CAO activities will be negotiated at the time of each transfer.

(1) When a contract modification is created due to a hard copy documentation error detected by the initiator prior to abstract transmission, the initial abstract will be revised to reflect correction made by the hard copy modification and transmitted to the recipient ADP point. The modification abstract will consist of only the PB1 to account for the hard copy modification. An "F" in position 61 of the Modification Header Record will indicate correction of a hard copy error.

(2) In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records indicated in subparagraph c., below will be provided. If the Modification Header Record contains a "T" or "X" in position 61, no other records are required until the termination notice processing has been completed and an SF 30, "Amendment of Solicitation/Modification of Contract, " is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.

(3) For obligation adjustments subsequent to physical completion of a contract in accordance with MILSCAP contract closing, an "R" will be entered in position 61 to represent repricing, recosting, renegotiation, etc. If the Modification Header Record contains an "R" in position 61, only PBA, PBB, PBC, PBD, and PBE, as applicable, are required in association with the PB1. The "R" in position 61 will enable supporting systems to allow for an unmatched condition and set up new obligation positions.

c. For other than subparagraph b., above, a set of records of the applicable contract abstract series as described in chapter 3. The abstract records will contain the SPIIN modification number, the control fields and DI codes listed below, and the changed, added, or deleted information entered in the same field(s) prescribed for the given elements of data in the basic contract abstract. (In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records will be provided. If the Modification Header Record contains a "T" or "x" in position 61, no other records are required until the termination notice processing has been completed, and an SF 30 is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.)

ABSTRACT RECORD	MOD DI CODE	CONTROL ELEMENTS
Administrative Data Record #1	PBA	PIIN and Call/Order Number
Administrative Data Record #2	PBB	PIIN and Call/Order Number
Accounting Classification Record	PBC	PIIN, Call/Order Number, and ACRN
Accounting Classification Trailer	PBD	PIIN, Call/Order Number, and ACRN
Supplies Line Item Data Record #1	PBE	PIIN, Call/Order Number, and CLIN/ELIN
Supplies Line Item Data Record #2	PBF	PIIN, Call/Order Number, and CLIN/ELIN
Schedule Data Record	PBG	The entire record (except quantity and basic CLIN for exhibit)
Services Line Item Data Record	PBH	PIIN, Call/Order Number, CLIN/ELIN, ACRN, and Completion Date

D. CHANGING NONCONTROL DATA

1. When one or more fields of the abstract are to be changed, enter the control data listed above, the changed (new) noncontrol data in their proper field locations, and the appropriate document identifier (DI) (for modifications) as listed above. Those fields which are not being changed should be left blank. If it is desired to delete (blank) a field containing significant data, alphabetic "Xs" will be entered in the complete field. The DI, the PIIN, and the SPIIN identify the record as being a modification. The format of the modification abstract is the same as that of the basic contract abstract.

2. This method of abstracting noncontrol data changes permits the use of the overlay technique for updating master contract records whereby a given record is located through comparison of control elements and the changed (new) information replaces the current ('old) information while the remainder of the record remains unchanged.

3. The overlay technique described in paragraph D.I., above, will be used for changing all noncontrol data except for increasing or decreasing quantities and amounts (not unit price) on modification and error correction abstracts. When quantities and amounts are being changed, the net increase or decrease in each affected record will be transmitted (when a decrease is involved; an X-overpunch will be inserted in the last position of the field) . When changing an estimated quantity or amount, an X-overpunch is required in the first position of the field. When definitizing an existing estimated quantity or amount, zero fill the quantity or amount field; omit the X-overpunch. This technique applies to the quantities and amounts in the Administrative Data Record Number 2, Accounting Data Classification Trailer, Supplies Line Item Data Record Number 1, Supplies Schedule Data Record, and Services Line Item Data Record.

E. CHANGING CONTROL DATA

1. Where there is a requirement to change control data other than PIIN or CLIN/ELIN, duplicate the entire 80 position record (except for DI code) containing the old control data and utilize the deletion/reversal technique, i.e., X-overpunch position 10 which is the decade position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

2.   Prepare a record with the new control data, filling in all other fields to complete the record and utilizing the technique for addition of data records, i.e., X-overpunch in position 11, which is the units position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

3.   The first record having the deletion/reversal X-overpunch in position 10 will serve to delete the record having the old control data. The second record having the addition X-overpunch in position 11 will serve to establish a record having the new control data. The most common use of this method will be to update delivery schedules with shipping information and amend schedules to change destination and add MILSTRIP data.

4.   On the infrequent occasions when a modification changes the PIIN, call/order number, or CLIN/ELIN, a message will be used indicating the PIIN of the modification and information relative to the following situation, as applicable:

a.   The old PIIN and call/order number changed to a new PIIN and call/order number.

b.   The current PIIN and call/order number and old CLIN/ELIN changed to a new CLIN/ELIN.

c.   The old PIIN, call/order number and CLIN/ELIN changed to a new PIIN, call/order number and CLIN/ELIN.

F.   ADDING OR DELETING DATA

1.   A contract modification requiring the addition of a new record to the abstract or deletion of an existing record without further replacement, will utilize the same procedures and X-overpunch techniques prescribed in section E., above, for deleting and adding data.

2.   This method will be used for deleting specific records in an abstract and will not be used to delete or retire an entire contract abstract.   Contract completion will normally serve to retire a contract abstract.

G. UNSOLICITED SUBMISSION OF OMITTED AND/OR CORRECTION OF ERRONEOUS DATA

1. Data errors discovered by the initiator after transmission of the abstracts (these are errors in which the contractual documentation is correct; however, the abstract record is in error; therefore, contract modification is not required) and cases of stock list changes, i.e., going from non-NSN to national stock number (NSN) (if FAR or DFARS does not require a contract modification) may be corrected/changed by submission of abstract records containing an "E" in the second position of the MILSCAP DI code. PE_ transactions can be prepared only by the initiator of the contract abstract or, in the case of modifications, the initiator of the modification abstract. In the event a PE_ transaction is used to correct/change a modification (PB_) abstract the same modification number that was reflected in the PB_ transaction will also be cited in the PE_transaction.

2. Unsolicited PE transactions involving other than control data must contain all of the required control elements. Only the noncontrol elements being changed must be filled and these fields, except for quantity and amount, establish/replace/overlay their respective fields. Quantity and amount (excluding unit price) are net increase/decrease, plus or minus, (see section D., above) . The net increase/decrease is the difference between the source document, i.e., contract or modification, and previously submitted transactions for the same document.

3. Unsolicited Transactions Involving Control Data.

   a. All errors, control and noncontrol data, associated with abstracts containing PIIN/SPIIN/CLIN/ELIN control errors will be corrected by message form. Messages correcting PIIN/SPIIN and CLIN/ELIN errors will cite the old PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes) and the new PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes) . The PIIN/SPIIN/CLIN/ELIN correction will be a one line **from** and to change which will be applicable to all contract abstract records in error. Whenever both PIIN/SPIIN/CLIN/ELIN and other errors occur together, all PE_transactions will contain the corrected PIIN, SPIIN, CLIN/ELIN.

   b. Control data errors other than the above will be corrected in the normal PE_transaction mode, by preparing an exact duplicate of control elements contained in the original record except for entering an "E" in the second position of MILSCAP DI code and the reversal/deletion X-overpunch in position 10 to delete the old record. A record with the correct control data will be prepared containing an "E" in the second

position of the MILSCAP DI code, the remainder of information to complete the full record and an X-overpunch in position 11 as a designator to add the new record.

H.   EXEMPTIONS/EXCLUSIONS

Chapter 3, section J. also pertains to the exemptions/exclusions provision of this chapter.